

Position Announcement

Public Health Program Director 2 (1305 Chronic Disease and School Health grant)

Tennessee Department of Health

Division of Family Health and Wellness

Organization: Tennessee Department of Health, Division of Family Health and Wellness, Chronic Disease and Health Promotion Section

Class Title: Public Health Program Director 2, Executive Service

Salary Range: Based on state salary schedule

Job Type: Full Time

Job Location: Nashville, TN

The Division of Family Health and Wellness oversees the Department's initiatives related to Early Childhood, Maternal and Newborn Health, Injury Prevention and Detection, Supplemental Nutrition, Children with Special Health Care Needs, and Chronic Disease Prevention and Health Promotion.

Position Description:

The Program Director 2 (PD2) position is an executive service position responsible for the management and implementation of the Centers for Disease Control (CDC) Chronic Disease and School Health Grant program (1305 grant) administered by TDH. The program is housed in the Chronic Disease Prevention and Health Promotion section and focuses on the state's Public Health Actions to prevent and control diabetes, heart disease, and obesity and to promote school health. The 1305 grant supports statewide implementation of cross-cutting approaches to promote health and to prevent and control chronic diseases and their risk factors. There are four chronic disease prevention focus areas (domains): Diabetes; Heart Disease and Stroke Prevention; Nutrition, Physical Activity, and Obesity; and School Health. The 1305 Chronic Disease and School Health grant requires work in these key domains to prevent or reduce complications from chronic disease. The domains are:

- Environmental approaches that promote, support and reinforce healthful behaviors (statewide in schools and childcare, worksites, and communities).
- Health system interventions to improve the effective delivery and use of clinical and other preventive services in order to prevent disease, detect diseases early, and reduce or eliminate risk factors and mitigate or manage complications.
- Strategies to improve community clinical linkages ensuring that communities support and clinics refer patients to programs that improve management of chronic conditions. Such interventions ensure those with or at high risk for chronic diseases have access to quality community resources to best manage their health.

The PD2 provides central office program management and major technical consultation to field services staff for the 1305 grant statewide. The PD2 supervises central office professional staff and other technical and administrative staff who participate in directing specific components of the 1305 grant. The PD 2 manages, prepares, and administers the 1305 grant program and budget. The PD2 conducts grant development and monitoring to ensure compliance with grant requirements along with working with others to monitor and control resources as well as overseeing program expenditures. The PD2 works with contractors and community stakeholders in tasks related to accomplishing program goals and objectives of the 1305 grant. The PD2 determines time, costs, resources and materials needed to perform the 1305 grant in the most cost effective way while meeting the goals and objectives of the 1305 grant requirements. The PD2 evaluates the processes of the 1305 grant and works with stakeholders to ensure compliance with program goals and objectives. The PD2 provides guidance and expert advice to management or other groups on technical, systems, process-related topics and programmatic issues.

Minimum qualifications:

There is no formal job description for this classification. The job title is EXECUTIVE SERVICE and serves at the pleasure of the appointing authority of the department in which the position is located. - See more at: <http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=101089&viewOnly=yes>. Baccalaureate is required, Master's level of preparation with emphasis in public health is preferred; program management experience is preferred.

Preferred qualifications:

- Education with a degree in Public Health, Health Education, Health Sciences, Community Health or related degree fields is highly desired.
- Experience working with chronic disease and health promotion programs
- Experience with grant writing and preparation including budget management and monitoring
- Experience with group facilitation, team leadership, and working with external agencies
- Experience with researching the evidence-based literature, identifying evidence-based practices, and applying findings to practice

All interested candidates should submit a resume and cover letter describing relevant experience via email to Thea.jones@tn.gov.

Questions can be addressed to Thea Jones at (615) 532-8192 or thea.jones@tn.gov.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.